



Employment Opportunity

Administrative Assistant 3

Range 39 \$2468 - \$3128 monthly

Recruitment: 613-2006

Opens: December 8, 2006

Closes: December 22, 2006

Location: Director's Office
Located in Olympia

Job Summary: This position receives and prepares all correspondence for the Director and Deputy Director. Primary responsibilities include:

- Receives incoming correspondence for the Director and Deputy Director.
- Logs all correspondence into a database
- Determines appropriate staff to respond to incoming letters
- Reads and Forwards e-mails to appropriate staff for a response
- Tracks responses and sends out reminders regarding due dates
- Attends Executive Management Team meetings – takes and transcribes meeting minutes
- Prepares and distributes minutes to the Executive Management Team
- Receives incoming calls for the Director's Office. As needed, forwards the communication to appropriate staff
- As a back-up to the Executive Assistant, helps to maintain the Director's and Deputy Director's calendars

Key Competencies:

- Excellent grammar, spelling, writing, and careful and accurate reading are required, along with proofreading skills.
- Ability to communicate effectively orally and in writing. This includes speaking clearly over the phone with internal and external clients. Must be comfortable with public contact and talking with a variety of people at all levels.
- A professional demeanor and the ability to maintain confidentiality are essential.
- Multi-tasking and the ability to effectively prioritize a diverse workload. Ability to deal with interruptions while remaining focused on a variety of activities in a busy office. Respond professionally to staff who are making urgent requests in a sometimes stressful environment.
- Excellent keyboarding and computer skills including Microsoft WORD, PowerPoint, and entering and organizing information into databases.

Required Qualifications:

In addition to meeting the competencies described above, qualified candidates will have:

- A High School Diploma or equivalent, and
- A minimum of four years of clerical or administrative support experience that includes one to two years of administrative experience at the level of an Administrative Assistant 1 or 2, or Secretary Administrative

OR

- A Bachelor's degree in public administration, business administration or closely allied field and one year of clerical or administrative experience.

Working Conditions:

This position works in an office environment, and usually 8 – 5 Monday through Friday. The majority of time is spent sitting and working at a computer keyboard.

How to Apply:

If you are interested in this opportunity, submit a State of Washington job application and a cover letter outlining why you are interested in the position and how you meet the listed qualifications and competencies to:

Cheryl Gardner, HRC
WDFW Human Resources
600 Capitol Way North
Olympia, WA 98501-1091

Applications and exams must be received by 5:00 p.m. on December 22, 2006.

The Department of Fish and Wildlife actively supports diversity in the workplace. Women, racial and ethnic minorities, persons with disabilities, disabled veterans, and Vietnam-era veterans are all encouraged to apply. Disabled persons needing application/testing/interview assistance may call (360) 902-2276 or the Telecommunications Device for the Deaf (360) 902-2207.